

SEPTEMBER 2021

**GETTING
COACHES
READY
FOR SPORT
BEYOND LEVEL 0**

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INTRODUCTION

Scottish Government lifted most of the legal restrictions relating to Coronavirus (Covid-19) on 9 August 2021 when Scotland moved to 'Beyond Level 0'.

This included restrictions on physical distancing and the size of social gatherings. Additionally, no businesses will have to legally remain closed.

Whilst these changes mean the end of most restrictions for sport and physical activity, it does not signal the end of the pandemic. Coronavirus (Covid-19) is a disease that will need to be managed for the foreseeable future. To maintain progress in returning to more normality, it is important that people continue to follow a set of baseline measures covered by Scottish Government guidance and, where relevant, legislation. The emphasis should be on personal responsibility, good practice and informed judgement.

This includes:

- Good hand hygiene.
- Good surface cleaning.
- Good ventilation.
- Requirement for face coverings in certain settings (e.g. public transport, retail).
- Continued compliance with Test and Protect, including self-isolation when necessary.
- Ongoing need for outbreak management capability, including active surveillance.
- Continue to encourage a greater degree of working from home than pre-COVID-19.
- Apply and adhere to 'give people space' messaging.

It is important that everyone involved i.e. coaches, club members and participants are made aware and can adapt to changes in guidance at short notice.

We recommend that you keep up to date with the Scottish Government's approach to managing Coronavirus (COVID-19) [Scottish Government: Coronavirus in Scotland Guidance](#).

It is the responsibility of each club committee, sports facility operator and/or deliverer to appoint a responsible person/s, referred to as the COVID officer, to act as the point of contact on all things related to COVID-19. An e-learning module for COVID officers is available to support those undertaking the role.

Who is this guidance for?

This guidance is intended for coaches, deliverers, volunteers, leaders, personal trainers and instructors (hereinafter referred to as “coaches”). It is a 4-stage checklist providing guidance on what coaches need to consider to ensure participants, volunteers, parents and carers continue to be protected and should be read in conjunction with the [Latest sport and physical activity guidance](#).

Before completing the checklist, it is advisable to read the latest return to sport guidance, refer to your respective SGB or Local Authority/Leisure Trust website to access their most recent and up to date information and speak to your club COVID Officer. Some of these organisations have also developed their own COVID-19 templates, and we would encourage you to explore them too, so that you can decide which templates best meet your needs.

The checklist, supporting information and resources can be provided in alternative languages or formats on request by contacting sportscotland. We also provide an option for deaf/BSL users to contact us via <https://contactscotland-bsl.org/>

Additional considerations

It is the responsibility of the coach to ensure that full risk assessments, processes and mitigating actions continue to be applied before any sport or leisure activity takes place and to check if the activity is in an area that is subject to additional Scottish Government localised measures and restrictions.

Where a local outbreak has been reported, coaches, in all settings, should review their risk assessment and consider if additional mitigating actions should be put in place to reduce risk.

Coaches must ensure that all sport-specific organised activity is planned and programmed in accordance with the guidance issued by SGBs. [Latest sport and physical activity guidance](#).

Please note that it is now more important than ever that coaches develop inclusive plans for everyone, ensuring extra support for people who may need it to be active. Please refer to the links within the checklist for further information.

Sport & Physical Activity Protection Levels (table 1 of 4)

		Beyond Level 0	Level 0	Level 1	Level 2	Level 3	Level 4
OUTDOOR SPORT Organised outdoor sport, competition, events and Physical Activity (PA)	Overview	An outdoor sporting ‘field of play bubble’ can operate for organised sport with maximum numbers noted below. At Levels 0-2 figures exclude coaches, officials, and other support staff*. Multiple bubbles can be used for training, events, and competition if appropriate guidance, set out within this document, is followed. Indoor and outdoor stadium, or equivalent events/competitions, involving spectators are subject to relevant Scottish Government guidance and approval. Any variation to these numbers must be approved by Scottish Government directly.					Local training/competition only. U12s: max 30 including coaches.
	Children & Young people (u18 years)	No bubble restrictions Total Daily Limit: As agreed with LA	Maximum bubble size: 500 participants* Total Daily Limit: 5000 participants	Maximum bubble size: 100 participants* Total Daily Limit: 1 000 participants	Maximum bubble size: 50 participants* Total Daily Limit: 500 participants	Maximum bubble size: 30 participants* Total Daily Limit: 200 participants	U12s: Contact sport permitted 12-17 years: Non-contact sport & PA permitted
Adults (18+ years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited	

Sport & Physical Activity Protection Levels (table 2 of 4)

		Beyond Level 0	Level 0	Level 1	Level 2	Level 3	Level 4
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview	The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government guidance on the opening of sport and leisure facilities and sport specific SGB Guidance . ‘Group’ activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. ‘Individual exercise’ refers to organised sport or physical activity which takes place within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.					
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted
Adults (18+ years)	Contact sport & PA prohibited			Contact sport & PA prohibited	Contact sport & PA prohibited	Indoor individual exercise only	
		Indoor sport & PA prohibited: Leisure Centres, gyms and other indoor sports facilities closed.					

Sport & Physical Activity Protection Levels (table 3 of 4)

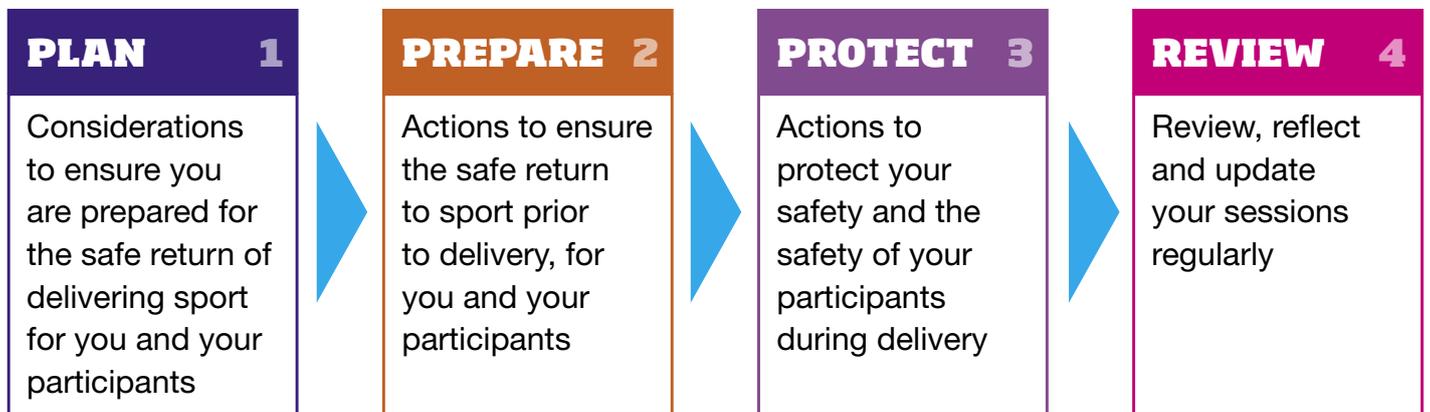
COACHING	<p>General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, herein referred to as coach/es. In addition Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.</p> <p>The local protection Level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information.</p> <p>Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection Level in place.</p>
PERFORMANCE SPORT	<p>Professional & performance sports with Resumption of Performance Sport guidance in place and approved by Scottish Government or sportscotland is permitted at all Levels.</p>
TRAVEL	<p>For further information please refer to Travel Guidance.</p>
HOSPITALITY & RETAIL	<p>Clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection Level in which they are operating. Further information is available at Coronavirus (COVID-19): tourism and hospitality sector guidance.</p> <p>Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers appropriate to the protection level in which they are operating is in place and adhered to. Further information from the Scottish Government is available at Retail Sector Guidance.</p>
TOILETS, CHANGING & SHOWER ROOMS	<p>Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open.</p> <p>Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guideline</p>
	<p>Levels 4 Indoor sports facilities closed. Changing rooms closed. Public Toilets open.</p>

Sport & Physical Activity Protection Levels (table 4 of 4)

	<p>Overview</p> <p>Specific information relating to indoor sports facility guidance is available at Keeping Your Facilities Fit for Sport. Below is a summary of overarching guidance for operators regarding occupancy limits, physical distancing, and appropriate ventilation / CO2 levels (ppm) which should be monitored. Test & Protect procedures should continue in all indoor settings.</p>		
<p>INDOOR FACILITIES (can open up to Level 3)</p>	<p>Beyond Level 0</p> <p>Return to normal facility occupancy levels but focus on good ventilation and ‘Give people space’ messaging.</p> <p>Ventilation: Monitor to maintain levels at 800-1000ppm.</p> <p>No physical distancing required.</p> <p>Face coverings must be worn out with activity.</p> <p>Maintain hygiene and surface cleaning measures.</p>	<p>Level 0</p> <p>Restrict maximum occupancy in buildings to 7sqm per person to achieve enhanced ventilation (equivalent to 15 l/s/p).</p> <p>Ventilation: Monitor to maintain levels at 800-1000ppm.</p> <p>1m physical distancing out with activity.</p> <p>Face coverings must be worn out with activity.</p>	<p>Levels 1 – 3</p> <p>Restrict maximum occupancy in buildings to 9sqm per person to achieve enhanced ventilation (equivalent to 20 l/s/p).</p> <p>Ventilation: Monitor to maintain levels at <1000ppm.</p> <p>1m physical distancing out with activity.</p> <p>Face coverings must be worn out with activity.</p>
<p>WORKFORCE</p>	<p>Sports facility operators must ensure that Scottish Government guidance on workforce planning in sport & leisure facilities is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.</p> <p>Although gym and leisure facilities can open up to Level 3, we would encourage providers to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.</p>		

Four-stage plan

This guidance checklist is based on a simple four-stage plan to help breakdown some of the tasks you may want to consider.



sportscotland has also produced the [Keeping your facilities fit for sport](#) guidance to help owners and operators of sports facilities. The facilities guidance is applicable across all protection levels (beyond 0 - 4) and contains specific information around a number of areas including good ventilation, hygiene and cleaning.

Considerations to ensure you are prepared for the safe return of delivering sport for you and your participants

Be aware of your delivery environment (i.e. where your session will take place)

Find out about your direct and surrounding delivery environment

- If your session is outdoors, are you in a busy park area, are you in an area where people gather or walk? Perhaps you could visit in advance so that you can consider this in your plan, remember to visit at the same time when you will be delivering your session. Do you need to seek permission to use the space prior to delivery?
- If your session is indoors, check with your leisure operator and Scottish Governing Body guidance around the coaching ratios and numbers that you will be delivering to.
- If your session is indoors, where are you delivering your session, have there been any changes to the environment which may affect your delivery, are there areas which may be congested, is there easy access for participants?

Contact the leisure operator to confirm any changes in processes and procedures

- Call the venue in advance of the session to confirm your responsibilities and any information you may need to communicate to your participants before, during or after the session.

Carry out a risk assessment of your delivery environment

- Appropriate risk assessments and mitigating measures should be put in place to reduce risk and protect participants. For instance, where local restrictions apply, consider physically distanced training, reducing numbers taking part and changing game formats or rules.
- Participants should not congregate before or after an activity in areas where local restrictions apply. In such circumstances coaches must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.
- The number of participants allowed to take part in indoor sport or physical activity must be risk assessed by the coach and follow Scottish Government [Coronavirus \(COVID-19\): sport and leisure facilities](#) and sport specific [SGB Guidance](#).

Take time to effectively plan your session

Set time aside to plan for your delivery.

- Consider time spacing between sessions in accordance with the venue and relevant Scottish Governing Body guidance.
- Advise participants to arrive exactly on time, not early, to limit waiting time.
- Advise participants if the customer journey has changed (i.e. entry/exit of activity space)
- Advise participants to come to the session alone, where possible
- In the case of a child or person requiring additional support, request they bring only one other person
- Consider your activity space and the flow of participants entering and exiting the area.
- Are there other sessions in the halls or rooms next to you where people will be arriving or leaving at the same time?
- Consider how the face coverings guidance will impact on your session, e.g. will you ask others to demonstrate, how will it affect your voice projection, how will you create a welcoming environment?

[Example coaching session template](#)

Consider your needs and your participant's needs

Consider how your session plan accounts for the physical, emotional, social and interpersonal needs that participants may have in returning to sport.

<https://sportscotland.info/mentalhealth/#/>

Reassure participants and parents in advance that sessions will be safe and will aim to meet the needs of participants.

Hygiene

Participants should be asked to bring their own water bottles, towels and, where possible, personal equipment.

Participants should be asked to arrive dressed in the clothes they intend to participate in.

- Please refer to and plan to follow recent Scottish Government guidance in relation to the use of toilets and changing areas.

Participants should be asked in advance to wash hands on arrival, if possible, or to use hand sanitiser.

- If it is not possible to provide hand sanitiser at your location, participants should be asked to bring their own hand sanitiser with them.

[Hand washing guide](#)

It is recommended that time is scheduled between sessions to enable thorough cleaning and sanitisation to be conducted.

[Health Protection Scotland: General guidance for non-healthcare settings](#)

Consider how people will travel to your session

Consider any transport implications which may affect your session.

- Is car parking available near your session?
- For participants who arrive by public transport, are they aware of their responsibilities regarding guidance on face coverings?
- Up to date information on the latest travel regulations is available at [Coronavirus \(COVID-19\): travel and transport](#).

Consider how participants will book

Agree and communicate in advance with your participants how they will book into your session.

Use an electronic booking process and pay online where possible.

Create, where required, a booking checklist for participants regarding their responsibilities around hygiene, health and safety before, during and after the session.

[Example Booking Checklist for Participants](#)

Introduce a cancellation procedure that allows for last minute cancellation of an activity.

Have in place an attendance register (including screening information) to record if participants are symptomatic when booking or arriving at your session.

Note: Participant details should be retained, where relevant, for 21 days to support contact tracing

[Example Attendance Register \(including screening\)](#)

[Coronavirus \(COVID-19\): Test and Protect](#)

[Test and Protect | NHS inform](#)

Consider what you will do should you develop symptoms following a session or are made aware that a participant in your session has developed symptoms or tested positive

- Follow [Scottish Government guidance](#) on actions if symptoms develop.
- If applicable, inform the venue where you delivered your session.

Insurance

Speak to your insurer and check the terms of their own policy to ensure that any activities you are proposing to undertake in the current circumstances will be covered by insurance.

Safeguarding

Ensure appropriate policies are in place in line with your Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.

Check you have familiarised yourself with the latest information, guidance and online training developed by **sportscotland** and Children 1st.

[sportscotland: Child Wellbeing and Protection in Sport](#)

Actions to ensure the safe return to sport prior to delivery, for you and your participants

Understand current local, Scottish Governing Body and Scottish Government guidance

Update yourself on current Scottish Government, facility operator and Scottish Governing Body guidance:

- Review relevant Scottish Government, **sportscotland** and Scottish Governing Body website links.
- Contact the leisure operator reception in advance of the session to ask for updated guidance on delivering within the venue.
- Ensure there is appropriate access in and through the venue for participants with additional support needs. Scottish Disability Sport has developed [Principles for participants with disabilities returning to physical activity and sport in Scotland](#).

For facility booked sessions:

- Contact the leisure operator reception in advance of the session regarding bookings for your session to understand how many people are in your session and what information has been provided to participants.

Ensure you are clear on any guidance for you and your participants and the communication provided or expected from you to your participants.

Your responsibilities

Be aware of your responsibilities to yourself and to others:

- By preparing well, ensure you are confident in your understanding of your role and that of your participants. If not, seek to find out prior to the session.

For independently arranged sessions outwith a venue provider:

- Set maximum numbers relative to the space available to allow for social distancing based on current Scottish Government guidelines and Scottish Governing Body guidance.
- Factor in cleaning time and availability of cleaning equipment (with appropriate Control of Substances Hazardous to Health (COSHH) documents if required). <https://www.hse.gov.uk/coshh/>
- Consider ventilation requirements
 - i.e. is there air conditioning, do participants have access to fresh air?
- Build in time between sessions to minimise crossover of participants.
- Have a clear cancellation procedure in place that allows for last minute call offs by yourself or by your participants.
 - Will you offer full refunds, are participants aware that the session may be called off at short notice, do you have a way of contacting all participants in advance of the session?
- Ensure your participants are aware of their responsibilities in advance of the session.
 - Do you have a way of communicating with your participants, what information will you send out in advance of the session, what are their responsibilities before, during and after the session?

Consider a pre-populated attendance register (including screening information) printed in advance with one person recording attendance on arrival and departure.

Actions to protect your safety and the safety of your participants during delivery

Be aware

Follow all Scottish Government, leisure operator and Scottish Governing Body guidance to ensure safe delivery.

Health, Safety & Hygiene

Protecting all of us, takes all of us. As restrictions are eased, the emphasis should continue to be on personal responsibility, good practice and informed judgement. We should continue to:

- maintain and promote good ventilation
- wear face coverings in certain settings
- physically distance in certain settings
- use good hand and respiratory hygiene and surface cleaning
- stay at home and book a test if you develop coronavirus symptoms
- work from home where possible and appropriate
- apply and adhere to 'give people space' messaging

Carry out verbal screening prior to each session.

- You may ask participants if everyone is feeling well and if anyone is displaying any symptoms of COVID-19 – this should be done on a one to one basis as participants arrive and not in the whole group setting.
- It should be communicated in advance to participants that they must not attend the session if self-isolating/symptomatic.

Be aware of your role in responding to a first aid incident.

- Consider the precautionary measures required to safely deal with a situation.
- Liaise with your leisure operator on first-aid procedures and your role within this.
- If you need to administer first-aid, how do you plan to do this taking account of hygiene and social distancing requirements?
- If it is an emergency, you should call an ambulance immediately.

[First-aid advice and free online refresher training](#)

[First aid during Coronavirus \(COVID-19\) outbreak](#)

Delivery and communication

Understand the needs of your participants and adapt your sessions accordingly.

Ensure your session plan accounts for the changing physical, emotional, social and interpersonal needs that participants may have in returning to sport.

[Delivery of Sport at a Distance: Child Wellbeing and Protection Considerations in the Return of Children and Young People to Sport](#)

[Scottish Association for Mental Health Coronavirus Information Hub](#)

[Young Scot Coronavirus information](#)

[Support for coaches and volunteers during the COVID 19 pandemic](#)

[COVID Awareness Information for Players, Participants, Parents/Carers](#)

Ensure participants, parents/guardians know what to do before, during and after their session.

Prepare how and what you will communicate before the session, the key messages you will confirm in the session and what are you asking participants to do after the session and before the next session.

Consider how you will respond if participants are not observing the physical distancing rules/hygiene procedures set out.

Check current Scottish Government guidance on the use of shared equipment.

Review, reflect and update your sessions regularly

Was your session as safe as it could have been?

Build in time to reflect on your session.

- Was the session successfully delivered within your risk assessment parameters?
- Does your risk assessment or operating procedure need reviewed?

Was your session effective?

Review what worked well, what didn't and feed this into your planning process.

Was the activity successful and did it achieve your intended outcomes?

- If not, how can you adapt the activity safely to achieve the outcomes?
- Is there any learning available from others i.e. coaches/sports?

Continue to check Scottish Government, leisure operator and Scottish Governing Body guidelines and adapt future sessions as necessary as we move through the phases.

[Coaching Session Review Template](#)

sportscotland has a comprehensive suite of coaching resources and learning opportunities that you can also access [here](#)

DISCLAIMER

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